



# Rutland County Council

Catmose Oakham Rutland LE15 6HP.

Telephone 01572 722577 Facsimile 01572 75307 DX28340 Oakham

Minutes of the **PARISH COUNCIL FORUM** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Monday, 16th April, 2018 at 7.00 pm

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Mr K Bool – Chairman of the Council (in the Chair)

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SPEAKERS:	Mrs A Wylie	Head of Corporate Governance and Legal
	Miss S Bingham	Governance Co-ordinator
	Ms D Frearson	Rutland Local History and Record Society
	Mr N Begy	Deputy Leader and Portfolio Holder for Planning Policy & Planning Operations, Highways & Transportation and Communications
	Mr G Brown	Ward Member for Ketton
CLERK TO THE FORUM:	Mr K Silcock	Governance Officer
APOLOGIES FOR ABSENCE:		
	Mrs J Lucas	Oakham Town Council
	Mrs M Towl	Burley Parish Meeting
	Mrs S Saunders	Barrowden Parish Council
	Miss G Waller	Ward Member for Normanton
		North Luffenham Parish Meeting
		Cottesmore Parish Council

## **1 WELCOME AND INTRODUCTION BY THE CHAIRMAN OF THE COUNCIL**

The Chairman welcomed all parish representatives to the Parish Council Forum.

## **2 APOLOGIES FOR ABSENCE**

Apologies received as listed above.

### **3 NOTES OF THE LAST MEETING**

The Notes of the Parish Council Forum held on 29 January 2018 were confirmed by parish representatives and signed by the Chairman.

### **4 MATTERS ARISING FROM THE LAST MEETING**

The Electoral Review had now been published. In May 2019 there would be an increase of Councillors from 26 to 27. The Council have queried the review as there were some aspects that did not seem right.

There would be a Special Parish Council Forum dedicated to St George's Barracks on Tuesday 29 May 2018.

The Chair reminded the forum of the training that Jake Atkinson – Leicestershire and Rutland Association of Local Councils – had mentioned in the last forum, which would be held at Rutland County Council.

Councillor Training would take place on 30<sup>th</sup> August. Details of which could be found at the following website:

<http://www.leicestershireandrutlandalc.gov.uk/councillor-training.html>

General Data Protection/Freedom of Information training would take place on 24<sup>th</sup> September 2018, 10am-1pm. Further details could be found at the following website:

<http://www.leicestershireandrutlandalc.gov.uk/data-protection-and-freedom-ofi.html>

### **5 "TALKBACK"**

- i. Mr Norman Milne, Edith Weston Parish Council, asked that the forum keep up to date with St George's Barracks, and asked that an item regarding the Barracks be included on the next regular agenda. It was noted that Cabinet had approved the release of up to £850k of funds from capital receipts to support the redevelopment of the Officers Mess Site at St Georges Barracks up to the point where tenders are received from contractors for the development works. Mr Gordon Brown - Portfolio Holder for Regulatory Services, Waste Management, Property Services, Culture & Leisure, Finance including Revenues & Benefits and Internal Audit – noted that a master plan regarding St George's Barracks was due in time, and would be shared with parishes and the community.
- ii. Mr Derek Palmer, Exton & Horn Parish Council, noted he had trouble searching for information regarding the Parish Council Forum on the Rutland County Council website, items that were not relevant were showing up. Mr Gordon Brown noted that the best way to find out information regarding a particular meeting was to go to the calendar of meetings. A link to the calendar of meetings would be included on future agendas and is also given below.

<http://rutlandcounty.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

- iii. Mr Mark Bush, Great Casterton Parish Council, asked what the latest was on Stamford development that would pass into Rutland, as there were worries of heavy traffic through the village. Mr Gordon Brown would look into it.

## **6 GENERAL DATA PROTECTION REGULATION**

Mrs Adele Wylie – Head of Corporate Governance and Legal for Rutland County Council, provided the Forum with a presentation regarding the new General Data Protection Regulation (GDPR) legislation and the implications on Parish/Town Council and Parish Meetings.

Please find the full presentation attached.

During discussion the following points were noted:

- i. All Parish and town Councils would need to be registered with the Information Commissioner's Office (ICO).
- ii. The presentation was only an introduction to GDPR, if specialist advice is required, then the Forum would need to seek advice from the ICO.
- iii. While GDPR would come into effect on May 25 2018, it was unknown when the UK Data Protection Bill would come into play.
- iv. It was questioned whether Parish Meetings also had to be registered. Miss Bingham would seek clarification as to whether Parish Meetings was classed as a public authority.
- v. Councillors could not be a Data Protection Officer (DPO) as they held data.
- vi. Mrs Wylie stated that ICO were going to provide guidance by April, but nothing had been received yet, so most organisations would not have a DPO.
- vii. It was noted that Parishes could share a DPO to save on costs.
- viii. Parishes were encouraged to keep an eye on the guidance and keep up to date, though there were not likely to be any changes.
- ix. Further information can be found on the ICO website <https://ico.org.uk/>

## **7 HISTORIC ENVIRONMENT**

Ms Debbie Frearson – Rutland Local History Society – provided the Forum with a presentation on guidance on the resources available with respect to writing Heritage Statements when formulating Local and Neighbourhood Plans.

Please find the full presentation attached.

During discussion the following points were noted:

- i. Mr Edward Baines, Ward Member for Martinsthorpe, noted it would be good for villages to nominate buildings that were new or had been restored for the annual Tony Traylen Awards.
- ii. Ms Frearson clarified that it was possible to look at maps for evidence of historic rights of way or public footpaths, whether they have changed, and notifications of change.
- iii. The website would be able to point people in the right direction if they could not find what they were looking for online.

## **8 RECENT SNOW AND WEATHER CONDITIONS**

Mr Nick Begy - Deputy Leader of the Council and Portfolio Holder for Planning Policy & Planning Operations, Highways & Transportation and Communications – provided the Forum with a presentation regarding the recent weather conditions.

Please find the full presentation attached.

The following points were noted:

- i. The Council does liaise with other authorities, but can't control what they do in regards to gritting roads etc.
- ii. Gritting routes were normally set in the autumn and published online. The Chair asked that if the Forum had ideas regarding the routes then they should feedback to the Council.
- iii. Mr Begy noted that the Council could not cover all roads 24/7, there was no point gritting a road if there was barely any traffic.
- iv. It was noted that there would hopefully be a new system called "Fix My Street" where the council could be notified of issues such as potholes. There was an obligation to follow up on issues raised.

## **9 BUILDING CONTROL AND DEVELOPMENT CONTROL - PARISH COUNCIL FORUM TASK AND FINISH GROUP**

Mr Gordon Brown gave a brief introduction regarding the documents provided to the forum in the agenda. The documents provide a case for Building Control and Development Control to work together and to communicate with each other in an appropriate way.

It was noted that Mr Richard Littlejohns had written to Dominic Raab, Minister of State for Housing and Planning regarding the issue under the invitation of Sir Alan Duncan who could see no reason why there should not be better liaison between Development Control and Building Control.

The Chairman congratulated the work that had been carried out by the working group, and if the survey could be answered by surrounding councils then the finished document could be very powerful. Mr Bool would speak to the council as to what help could be provided.

## **10 PARISH BRIEFING PAPER**

The Parish Briefing Paper for 16 April 2018 was circulated at the meeting.

## **11 ANY OTHER BUSINESS**

The Chairman asked if parishes could send an email to the Elections Team at Rutland County Council, listing the current parish councillors and clerks. Whilst it was easy for the Elections Team to capture names at the start of the electoral government, it was noted that when a member was co-opted, not all were registered.

[elections@rutland.gov.uk](mailto:elections@rutland.gov.uk)

**12 DATES OF FUTURE MEETINGS**

Special Parish Council Forum – St George’s Barracks  
Tuesday 29 May 2018 at 7pm

Potential agenda items for the Parish Council Forum should be sent to Governance Team, Rutland County Council, Catmose, Rutland, LE15 6HP, or emailed to [governance@rutland.gov.uk](mailto:governance@rutland.gov.uk)

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**The Chairman declared the meeting closed at 8.34 pm.**

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**PARISH COUNCIL FORUM**  
**Monday 16 April 2018, 7.00PM**

**ATTENDANCE LIST**

<b>NAME</b>	<b>REPRESENTING</b>
Mr Kenneth Bool	Chairman
Mr Richard Littlejohns	Barrowden Parish Council
Mr Brian Shuttleworth	Belton in Rutland Parish Council
Mr Derek Harrington	Brooke Parish Meeting
Mr Cliff Bacon	Clipsham Parish Meeting
Mr Norman Milne	Edith Weston Parish Council
Mr Derek Palmer	Exton & Horn Parish Council
Mr John Pitts	Exton & Horn Parish Council
Mr Mark Bush	Great Casterton Parish Council
Mrs Sarah Ayling	Ketton Parish Council
Dr Janet Higgins	Langham Parish Council
Mrs Jane Sweeney	Langham Parish Council
Mr Christopher Renner	Normanton Parish Meeting
Mr Peter Ind	Oakham Town Council
Mr Adam Lowe	Oakham Town Council
Mr Andrew Stewart	Rutland County Council (Cottesmore Ward)
Mr Nick Begy	Rutland County Council (Greetham Ward)
Mr Gordon Brown	Rutland County Council (Ketton Ward)
Mr Edward Baines	Rutland County Council (Martinsthorpe Ward)
Mrs Caroline Adams	Ryhall Parish Council
Mr Victor Bacon	South Luffenham Parish Council
Mr Ian Munro	Stoke Dry Parish Meeting
Mr Anthony Redmayne	Thorpe By Water Parish Meeting
Mr Michael Clatworthy	Tickencote Parish Meeting
Mr Tom Murie	Tixover Parish Meeting
Mr Dave Casewell	Uppingham Town Council
Mr Harry Hatton	Whissendine Parish Council

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**Rutland**  
County Council

# General Data Protection Regulations (GDPR) Awareness for Parish & Town Councils

Adele Wylie - Head of Legal and Corporate  
Governance

Minute Item 6

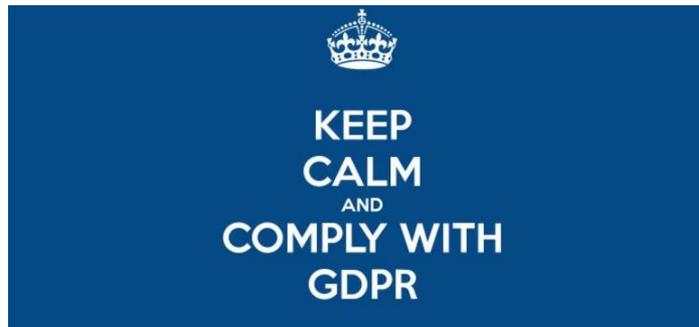




# Better Rules for Parish & Town Councils

Stronger rules on data protection called General Data Protection Regulations (GDPR) are being introduced from 25 May 2018. This means citizens have more control over their data and organisations benefit from a level playing field. One set of rules for everyone operating in the EU, wherever they are based.

**Act now!**



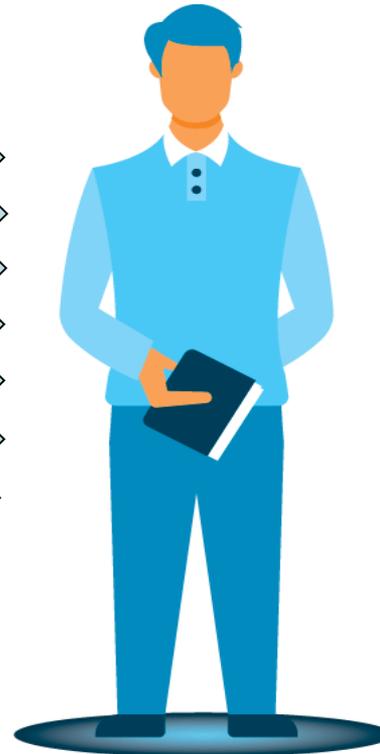


# What is Personal Data?



11

- Name 
- Address 
- Localisation 
- Online identifier 
- Health information 
- Income 
- Cultural profile 
- and more 





# Why Change the Rules?



## It's about trust...

A lack of trust in old data protection rules held back the digital economy and quite possibly your organisation.

## ⇒ Only 15%...

of people feel they have complete control over the information they provide online.

## And making life easier...

One set of rules for all organisations processing data in the EU.

**The new system keeps costs down and will help build confidence**



# What Your Company Must Do

## Protect the rights of people giving you their data

### Consent

- Get their clear consent to process the data
- ↻• Collecting from children for social media?
  - Check age limit for parental consent

### Communication

- Use plain language.
- Tell them who you are when you request the data.
- Say why you are processing their data, how long it will be stored and who receives it.

### Access and portability

Let people access their data and give it to another organisation

### Warnings

Inform people of data breaches if there is a serious risk to them.

### Data transfer outside the EU

Make legal arrangements when you transfer data to countries that have not been approved by the EU authorities.



## Protect the rights of people giving you their data

(continued)

### Safeguarding sensitive data

Use extra safeguards for information on health, race, sexual orientation, religion and political beliefs.

14

### Erase Data

- Give people the 'right to be forgotten'.
- Erase their personal data if they ask, but only if it doesn't compromise freedom of expression or the ability to research.

### Profiling

If you use profiling to process applications for legally-binding agreements like loans you must:

- Inform your customers;
- Make sure you have a person, not a machine, checking the process if the application ends in a refusal;
- Offer the applicant the right to contest the decision.

### Marketing

Give people the right to opt out of direct marketing that uses their data.



# Keeping Records

**Parish and Town Councils only have to keep records if data processing is:**

- Regular
- ⇒ • A threat to people's rights and freedoms
- Dealing with sensitive data or criminal records



## **Records should contain:**

- Name and contact details of business
- Reasons for data processing
- Description of categories of data subjects and personal data
- Categories of organisations receiving the data
- Transfer of data to another country or organisation
- Time limit for removal of data, if possible
- Description of security measures used when processing, if possible



# Anticipate With Impact Assessments

Impact assessments may be required for HIGH-RISK processing, for example:

- New technologies
- Automatic, systematic processing and evaluation of personal information
- Large-scale monitoring of a publicly accessible area (e.g. CCTV)
- Large-scale processing of sensitive data like biometrics





# The Data Protection Principles

## Set out the Main responsibilities for organisations:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
- ⇒2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



# The Regulator



∞ **Information Commissioner's Office role is to uphold information rights in the public interest.**

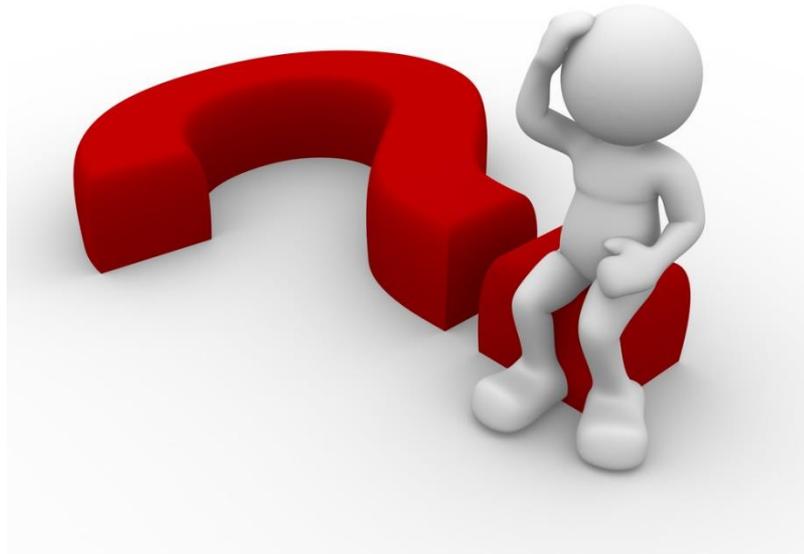
There are a number of tools available to the Information Commissioner's Office for taking action to change the behaviour of organisations and individuals that collect, use and keep personal information.

These include:

- criminal prosecution
- non-criminal enforcement and audit
- Monetary penalty notice on a data controller



# QUESTIONS?



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18 APRIL 2018

## **PB01-18 | INFORMATION COMMISSIONER'S OFFICE STATEMENT ON THE GENERAL DATA PROTECTION REGULATION**

The Information Commissioner's Office (ICO) has issued a statement setting out their views on the particular challenges facing the local council sector regarding the General Data Protection Regulation.

This statement of reassurance for local councils by the data protection regulator has been welcomed by the National Association of Local Councils (NALC) and has been prepared following lengthy discussions with NALC and also relevant Government departments:

NALC would urge local councils to continue their preparations and would draw your attention to this particular section of the statement:

*"The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator."*

We are also working with the ICO and others to establish sensible arrangements for the requirement to appoint a DPO and will provide further updates as discussions progress.

There is a wealth of information on the ICO website <https://ico.org.uk/> and NALC's GDPR toolkit and Legal Briefings in the members area of the NALC website provide all you need to get on the journey to compliance.

NALC will continue to lobby on your behalf for a proportionate regime for the sector during the passage of the Data Protection Bill. This will be having its final stages in Parliament over the coming weeks and we would urge you to contact your local MP and press upon them the importance of having a system that works for the sector and reflects its size and data usage. You can read more about our concerns in our Parliamentary Briefing.

The full text of the ICO reassurance statement is below:

*The General Data Protection Regulation (GDPR) requires all public authorities to appoint a Data Protection Officer (DPO). The new Data Protection Act (when passed) will define 'public authority', but it is likely to have the same definition that is in the Freedom of Information Act 2000 (FOIA) and therefore includes all councils.*

*The Information Commissioner is sympathetic to the challenges that appointing a Data Protection Officer (DPO) may pose for parish and town councils, especially those with limited budgets. She has already acknowledged that smaller councils are unlikely to hold large amounts of personal data, and as a result tend to be less prepared for regulatory changes. But regardless of size, if councils hold personal information, from 25 May 2018, the General Data Protection Regulation (GDPR) applies.*

*The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.*

*In the meantime, we recognise that there's still plenty of work parish and town councils need to do to implement the necessary steps to comply with GDPR. We've already provided a lot of tools and support to help with these steps, including our Guide to the GDPR, frequently asked questions, toolkit and helpline for smaller organisations.*

*We're also committed to working closely with the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to consider alternative solutions to the specific issue of appointing DPOs. For example, we see promise in the idea of developing a shared DPO service allowed under Article 37(3). Whilst such a shared service may not be an immediate fix in time for 25 May, it could in the long term enable smaller councils to manage their data protection requirements effectively.*

18 APRIL 2018

## PARLIAMENTARY BRIEFING | DATA PROTECTION BILL

### Summary

- The National Association of Local Councils (NALC) represents the first tier of local government – England’s 10,000 parish and town councils, over a 1000 parish meetings, and their 100,000 councillors.
- NALC is deeply concerned about the impact of the Data Protection Bill which is due to repeal the Data Protection Act 1998 Act to ensure there are no inconsistencies with new EU General Data Protection Regulation (GDPR) and to incorporate the GDPR standards into UK legislation after Brexit.
- Our main concern is the new requirement for all parish and town councils and parish meetings – regardless of size or data use – to appoint an external Data Protection Officer (DPO) creating a disproportionate new cost burden on local communities totalling at least £3.5 million per year.
- NALC is disappointed by the lack of consistent engagement to date on the Bill and GDPR from the Department for Digital, Culture, Media and Sport. However we are keen to work with the Government to mitigate the consequences of the Bill and GDPR.
- The Government must through the passage of the Bill address the following specific concerns and issues:
  - the absence of proposals to mitigate the financial impact of the Bill and GDPR on parish councils and parish meetings – and ultimately local residents through the parish precept – by providing funding through the new burdens doctrine;
  - publishing any pre-legislative impact assessment of the Bill and GDPR on parish and town councils and parish meetings;

- clarifying and explaining the Government's statement during House of Lords Report Stage that parish council clerks are qualified and able to act as their council's Data Protection Officer; this conflicts with NALC's own legal view and advice from the Information Commissioner's Office (ICO);
- considering phasing implementation of GDPR or exempting some councils such as the smallest parish councils and parish meetings from the requirement to appoint a DPO;
- during the House of Lords Stages, NALC supported amendments to place a new duty on the ICO to support smaller organisations including parish and town councils - these were not supported by the Government - and there remains limited and inadequate support and sector specific advice and guidance being offered by the Government and ICO;
- closer working with the sector, through NALC, and investing in a national programme - including funding for the establishment of a sector-led national DPO service - to provide support to help parish and town councils and parish meetings get ready for and comply with GDPR.

## Background

- Parish and town councils and parish meetings councils operate within a comprehensive statutory legal framework and are already subject to statutory provisions as to what they must do and how they must operate; this includes existing accounts and audit, employment, equalities, procurement, transparency, freedom of information and data protection legislation.
- The Data Protection Bill is due to repeal the Data Protection Act 1998 Act to ensure there are no inconsistencies with new EU General Data Protection Regulation (GDPR) and to incorporate the GDPR standards into UK legislation after Brexit.

- The Bill will apply to parish councils and parish meetings as the Bill adopts the definition of public authorities used in the Freedom of Information Act 2000.
- NALC broadly welcome the Bill's objectives and has noted the new GDPR and need for compliance. We want to work with the government to help them understand the impact of the new requirements on the sector and deliver their policy objective. While we have limited resources ourselves, we have already published a range of briefings to inform and educate our member councils about the requirements of GDPR, held a series of training sessions and invested in the production of a sector specific toolkit.
- Nearly 1400 parish and town councils and parish meetings raise no precept (which generally suggests very limited activity and resources), another 400 raise a precept of under £1,000 a year and 7000 less than £25,000 – yet all councils irrespective of size or data use will have to appoint a DPO.
- In terms of their capacity, 61% of councils employ only one clerk and 65% of councils employ a clerk for less than 15 hours per week. Therefore it is unlikely most councils will be able to assume new responsibilities.
- NALC has undertaken an analysis of what charges are being applied by a limited number of principal councils (mostly districts and unitaries) as well as commercial companies to provide a DPO service to parish and town councils, and while actual costs will vary dramatically our conservative estimate is around £350 per council per year, totaling around £3.5 million – this equates to an increase in the precept (their small share of council tax) of 1%.
- While we had some welcome initial dialogue with the Government over the Bill and GDPR in the Summer last year through one telephone conference call and one face to face meeting with officials, engagement since then has been non-existent and we would have expected more.
- The Government should work closer with the sector – through NALC – and invest in a national programme to provide DPO and other support to parish and town councils and parish meetings.

## More information and contact

Justin Griggs, head of policy and communications, on 020 7290 0317 or 07894 937885 or email [justin.griggs@nalc.gov.uk](mailto:justin.griggs@nalc.gov.uk)

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# Heritage Information Resources for Rutland

## Basic guide

**Debbie Frearson**

Chair – Rutland Local History & Record Society  
Training Officer – Council for British Archaeology

# Background

Government - Historic Environment

Local Authority – Planning, Museum

Society – Archive & committee resource

# What are you using it for?

Neighbourhood Plans

Planning Decisions (i.e. listed building)

Historic Characterisation projects

Village Projects i.e. website

# Basic Requirements

Historic Environment Record :-

- Victoria County History
- Enclosure and Tithe Maps
- Ordnance Survey
- Geological Survey i.e. Strategic Stone Study for Rutland
- Local reports either private or public, grey literature

# So what is the Historic Environment Record (HER)?

HERs are a primary source of information for planning, development-control work, and land management.

...and they are free for use by Parish Councils

# Helen Wells, HER Officer Leicestershire and Rutland

“In our mind, things that are ‘visible’ are more important from the point of view of neighbourhood plans, such as earthwork sites. Also non-listed buildings are something that may not be picked up without a search from us.

We would usually send:

- Archaeological sites (not findspots unless people really want those)
- Historic buildings (listed and non-listed)
- Ridge and furrow data (we have a plan showing historic ridge and furrow and also the data from the ‘Turning the Plough’ project c.2000)

We’re very keen for groups to use the HER data as it’s an invaluable way of protecting ‘heritage assets’!”

# Interpretation – it is a starting point

Important to understand what the information means

It is all about relative significance and complexity

To add meaning you need a narrative – this is where access to expertise comes in e.g. Conservation Officers, Planning, Parish Councils

# Two options : Online

From Internet Explorer

https://www.heritagegateway.org.uk/Gateway/Results.aspx

Search

From Internet Explorer

select...

Your request was sent to 17 resources.

Total Results: 20086

Refine your search

Start new search

Help and FAQs

Cookies

My Gateway

Save this search

You are here: [Home](#) > [More Detailed Search](#) > Gateway Results

Your search returned 20086 results from 3 of the 17 resources available on the Heritage Gateway.

Results from 2 of the 3 resources are visible on the map. These are indicated by the  icon in the results list.

- Where = Within 1km of selected location (SK945015)
- What = Thesaurus Term/s (Monument ,Evidence)

[ [Refine your search](#) ]

**Summary Results** **View Results on a Map**

**Statutory Data**

[The National Heritage List for England](#) No records matched your search   

**National Designation Decisions**

[Designation Decision Records \(De-listed entries\)](#) No records matched your search  

[Designation Decision Records \(Non-designated entries\)](#) No records matched your search  

**Non-Statutory National Data**

[Historic Milestone Society Database](#) No records matched your search   

[HE PastScape](#) 3 results   

**HE PastScape**  Historic England

The information within PastScape is taken directly from the National Record of the Historic Environment (NRHE). The NRHE contains over 410,000 records on the archaeology and buildings of England and its territorial waters.

HE PastScape returned 3 records matching your search.

Title	Location	Description
<a href="#">CHURCH OF ST MARY</a>	Rutland	Church. 12th-14th and 19th century. Ash...
<a href="#">RUN OF THE MILL</a>	Rutland	A public house which was formerly a mil...
<a href="#">SOUTH LUFFENHAM</a>	Rutland	Shrunken Mediaeval village. The earthwo...

[View all HE PastScape results...](#)

[National Trust HBSMR](#) No records matched your search  

[Parks and Gardens UK](#) No records matched your search   

# Second option : Map/Gazette

## South Luffenham

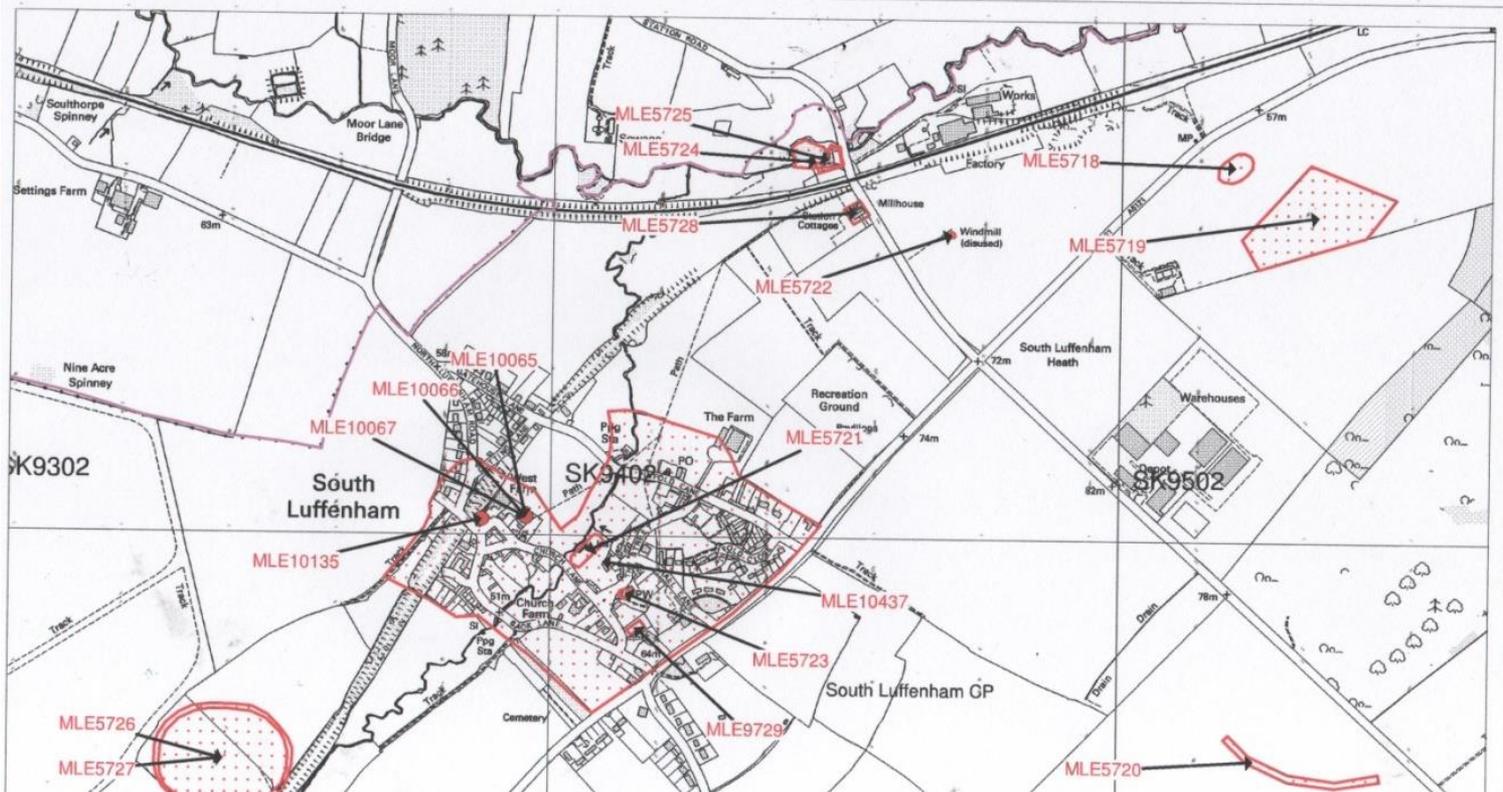
Known archaeology/historic buildings

Compiled by Helen Wells on 16 May 2006

Historic & Natural Environment Team  
Leicestershire County Council  
Room 500, County Hall  
Glenfield  
Leicester  
LE3 8TE



Scale 1:10000



# Gazette **South Luffenham HER information**

**Leicestershire CC HNET**

**16/05/2006**

[Export generated by HBSMR from exeGesIS SDM](#)

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## **Record Index:**

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*Click on the MonUID to view full details for each record*

<b>MonUID</b>	<b>Preferred Ref.</b>	<b>Name</b>
<a href="#">MLE5718</a>	MLE5718	South of Long Hedge Spinney
<a href="#">MLE5719</a>	MLE5719	South of Long Hedge Spinney
<a href="#">MLE5720</a>	MLE5720	South Luffenham Heath
<a href="#">MLE5721</a>	MLE5721	North-west of Church
<a href="#">MLE5722</a>	MLE5722	South-east of Luffenham Station
<a href="#">MLE5723</a>	MLE5723	St. Mary's Church
<a href="#">MLE5724</a>	MLE5724	North of Luffenham Junction
<a href="#">MLE5725</a>	MLE5725	North of Luffenham Junction
<a href="#">MLE5726</a>	MLE5726	South-west of South Luffenham
<a href="#">MLE5727</a>	MLE5727	South-west of South Luffenham
<a href="#">MLE5728</a>	MLE5728	East of Watermill
<a href="#">MLE9729</a>	MLE9729	South Luffenham Hall
<a href="#">MLE10065</a>	MLE10065	3, The Square
<a href="#">MLE10066</a>	MLE10066	3, The Square
<a href="#">MLE10067</a>	MLE10067	3, The Square
<a href="#">MLE10135</a>	MLE10135	Land Adjacent to West Farm
<a href="#">MLE10437</a>	MLE10437	South Luffenham

# Gazette Detail

## **Start of record**

**MonUID** MLE10065  
**Preferred Ref.** MLE10065  
**Name** 3, The Square  
**Map Sheet** SK90SW  
**Grid Reference** SK 939 020 (point)  
**Summary** An archaeological watching brief conducted by ULAS in 2003 revealed a sherd of Roman pottery.  
**Description**

## **Sources**

**Number**    **Reference**

## **Location - Administrative Areas**

**Civil Parish**            South Luffenham, Rutland

## **Monument/Component Types**

### **Find Types**

- SHERD (Roman - 43 AD to 409 AD)

## **Designations**

<b>Type/Grade</b>	<b>Reference/Title</b>
Conservation Area	South Luffenham

## **Other Statuses and References**

<b>Type/Grade</b>	<b>Reference/Title</b>
Old SMR Ref	90SW BJ

## **Associated Activities/Events**

<b>Event ID</b>	<b>Name/Ref</b>	<b>Organisation</b>	<b>Description</b>
-----------------	-----------------	---------------------	--------------------

**Return to [Top](#) of page**

**End of record**

# Add narrative from other Sources



1877 Village Plan of South Luffenham – reduced to example area  
(Source : LiRO 9/ANC1/B/11/18)

# Durham Ox – a cruck in disguise



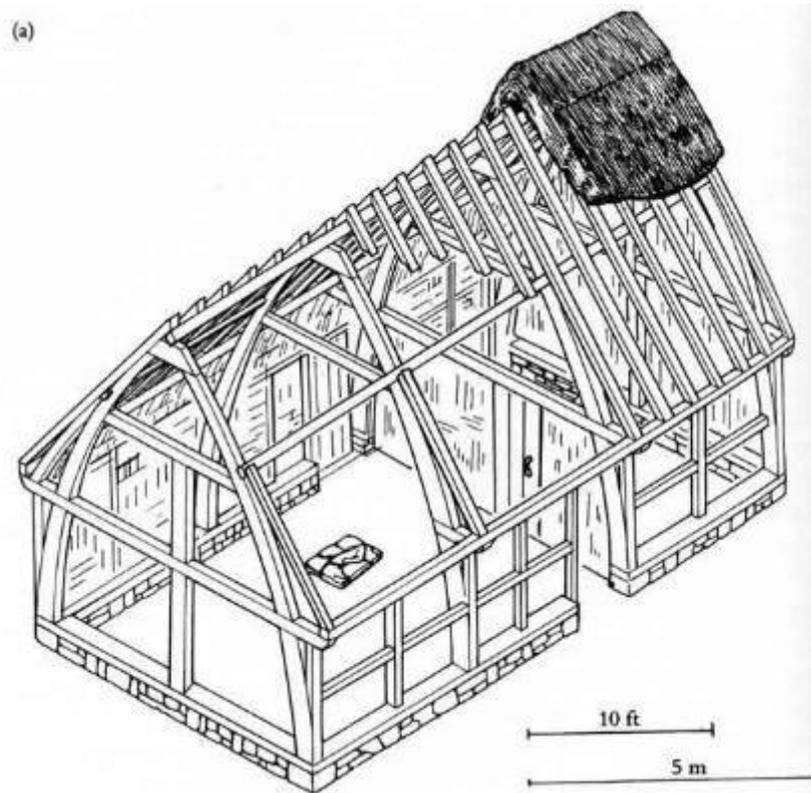
Source : RCM

Building a Historic Characterisation for a village

# External



# Building the narrative



# Using Museum Resources/ (un)published reports

## The Chestnuts Barrowden



# Resources used

Historic Environment Record

Victoria County History

Record Office – 3 counties

Library

Oral History

Rutland Museum

Census

Rutland County Council Planning Office

# Pigots Business Directory 1835

## BARROWDEN

**I**S a village in the parish of its name, in the hundred of Wrandedike, about  $5\frac{1}{2}$  miles e. from Uppingham, 10 s. e. from Oakham, and 7 s. w. from Stamford; pleasantly situate near the northern bank of the river Welland. The chief trade is in the manufacture of rugs, parchment and glue, which is carried on upon rather an extensive scale. The places of worship are, the parish church, dedicated to St. Peter, and a chapel for baptists;

the living is a rectory, in the patronage of the Marquess of Exeter; and the present incumbent is the Rev. Richard Carey. A Sunday school is supported by the baptists, who here form a very respectable community. The population of this parish (which has no dependent township), has fluctuated in rather a singular manner: in 1801 the number of inhabitants amounted to 511; in 1811, to 481; in 1821, to 524; and in 1831, to 485.

### PUBLIC HOUSES.

Exeter Arms, John Bates  
Windmill, John Milley

### SHOPKEEPERS & TRADERS.

Bates John, maltster  
Chapman Elizabeth, boot & shoe maker  
Cox Richard, butcher [manufacturer  
Gill Richd. fellmonger & parchment & glue  
Gill Richard, patent rug manufacturer

Gill Richard Slink, manufacturer of lamb skins, and woolstapler  
Godfrey Robert, grocer and tea dealer  
Godfrey Robt. linen draper & shopkeeper  
Johnson John, parish clerk  
Johnson John and Thomas, carpenters  
King Thomas, tailor  
Mason William Henry, maltster  
Myers Thos. parchment manufr. Gretton

Pepper William, blacksmith  
Price Thomas, surgeon  
Sismey Thomas, baker and shopkeeper  
Taylor John, boot and shoe maker  
Taylor Robert, miller  
Taylor Rowland, baker  
Tipping Ashton, blacksmith  
Wade Henry, tawer  
Wright Thomas, wheelwright

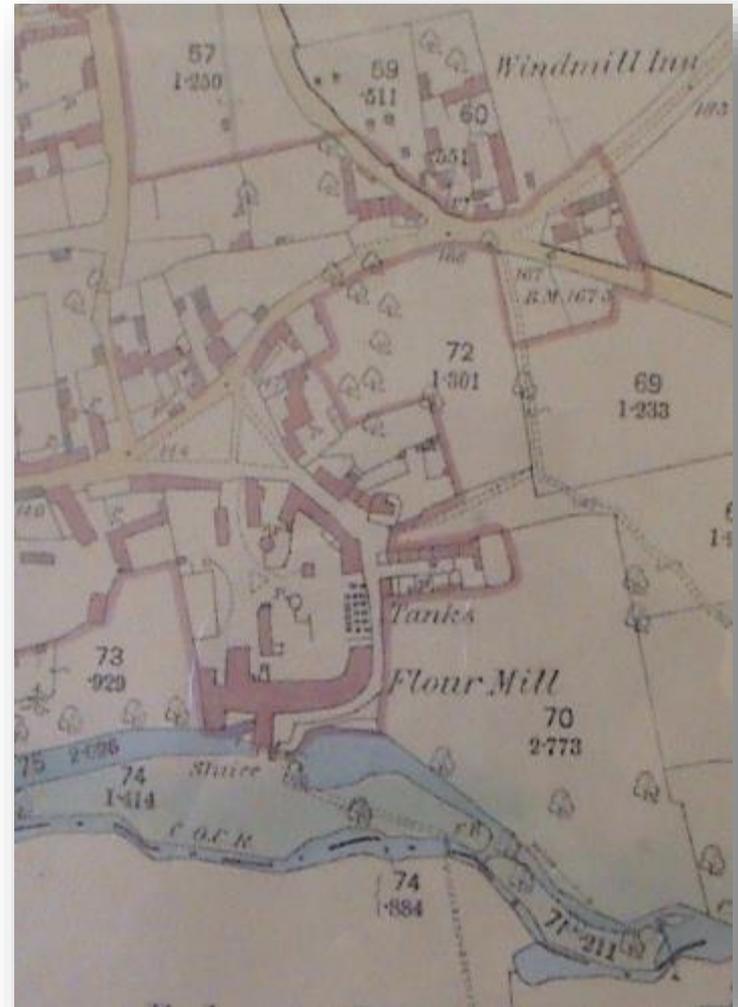
# The Mill & Tannery Circa 1890



Source : private collection

# Maps

1886 Ordnance Survey Map



1882 Enclosure Award

# Stonecroft – North Luffenham



Incorporates brief village  
characterisation in report

# Resources used

Historic Environment Record

Victoria County History

Record Office – 3 counties

Library

Oral History

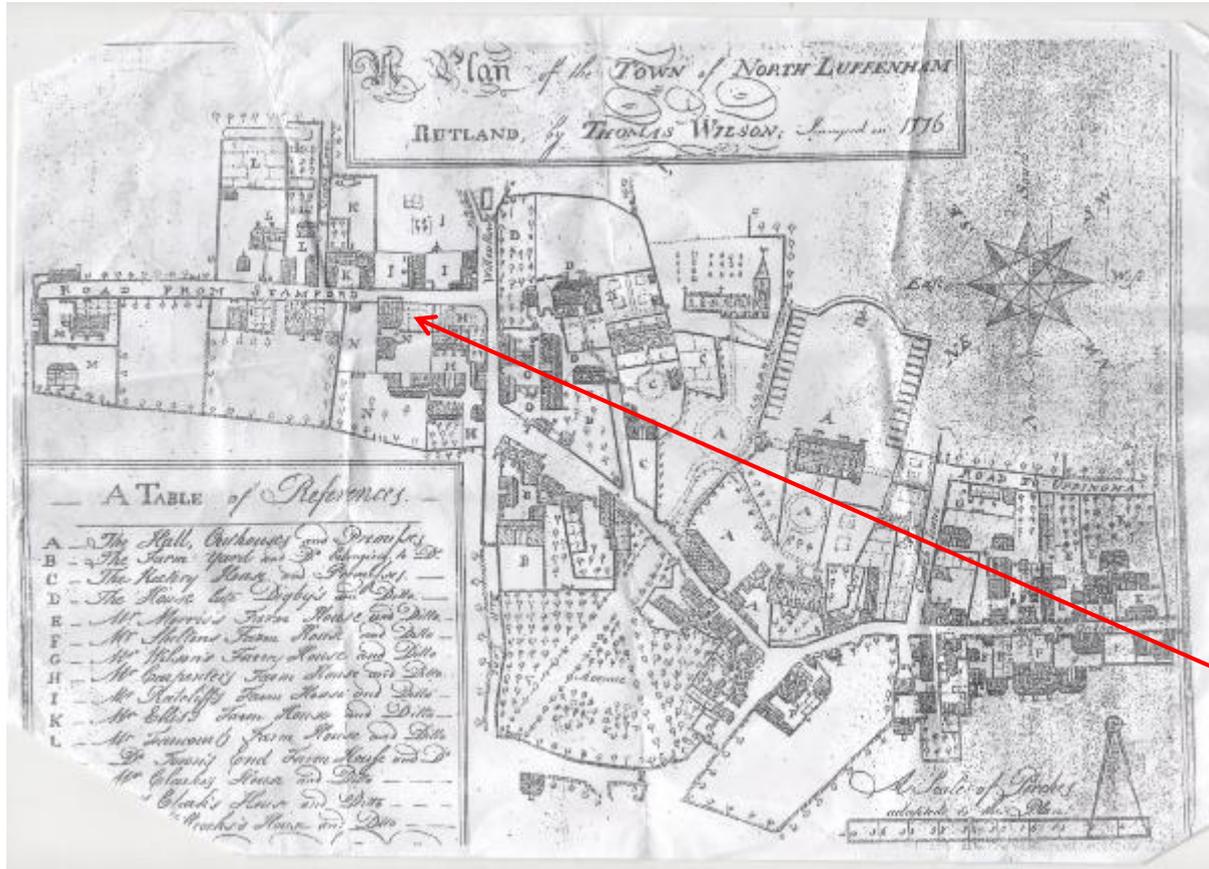
Rutland Museum

Census

Stamford Mercury Archives

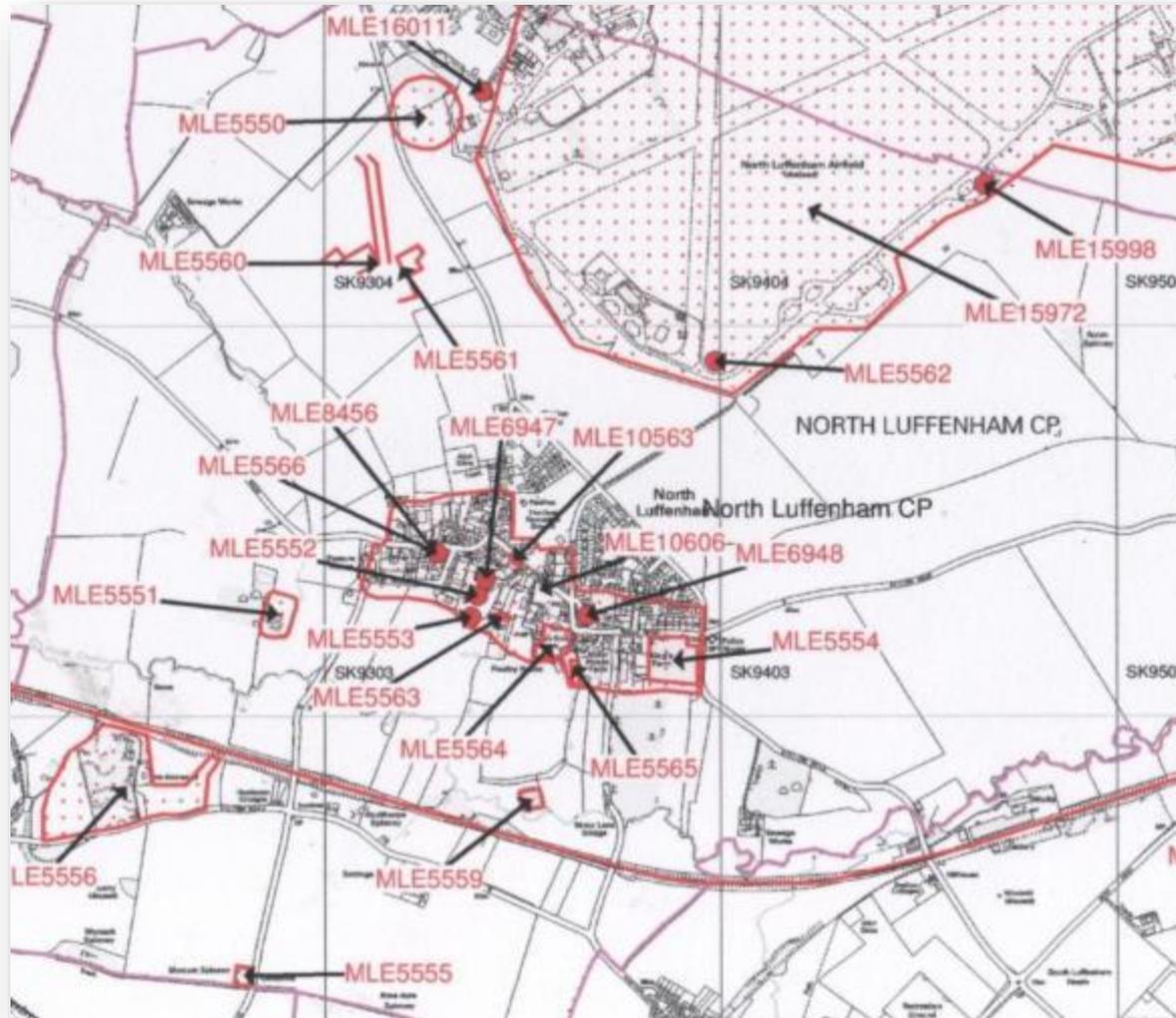
Building Recording completed

# Wilson 1776



# Historic Environment Record

50



# Setting the Record Straight

Source : Rutland County  
Museum Jack Hart Collection



# Voysey

52



HER and archive (both national and local) for reports  
Examples of Village and Supplementary Plans

## Harbury & Deppers Bridge

Assessed and analysed every green space as well as existing built environment, including verges which have historic significance and small areas of non designated historical significance with a statement about preserving and enhancing historic resource. Full use of Historic Environment Record.

## Warrington

Used basic environment data, geology. No use of Historic Environment Record, despite 141 listed

Worth noting – Lack of Lancashire HER provision, difficulty then to reach national standards of National Planning and Policy Framework guidance.

# In Conclusion

HER and Local resources are free

Local Authority or public  
engagement usage

Interpretation is Key

# The Beast From the East!



- Worst winter weather in recent memory
- A entire week of freezing temperatures and snow
- Successive Amber and Yellow Weather Warnings for Rutland
- Level three cold weather alert issued by Public Health England
- Red weather warnings in parts of the UK meaning threat to life



# Gritting

- Gritters on the roads 24/7
- Two teams working in 12-hour shifts for 5 days
- Some roads impassable with drifts +1 metre high in places
- Gritters drove for a combined total of 90 hours
- Covered a total of 5,400 miles around the county
- Ploughed around 900 miles road
- 834 tonnes of salt used on roads, footpaths and re-stocking grit bins



56



# Carers

- Carers out in same conditions as gritters and ploughs to provide crisis care and cover for agencies
- 12 carers responded to more than 70 urgent and essential calls
- Travelled to homes across the county to assist vulnerable adults
- Provided food and even heaters for those most in need
- Made sure elderly and vulnerable people carried on getting the support they rely on



# Towns

- Huge effort gone into gritting and clearing town centres for shops and businesses
- Hand crews worked 10-hour shifts to treat footpaths in Uppingham and Oakham and re-fill grit bins
- Castle, Museum and Libraries all open as normal over the weekend



58



# Waste collection

- Waste collections suspended by snow and for safety of crews and residents
- Crews working late into the evenings to catch up
- Thanks to RCC officers and waste contractors, fully caught up on missed bins within three days
- Some neighboring authorities took two weeks to catch up

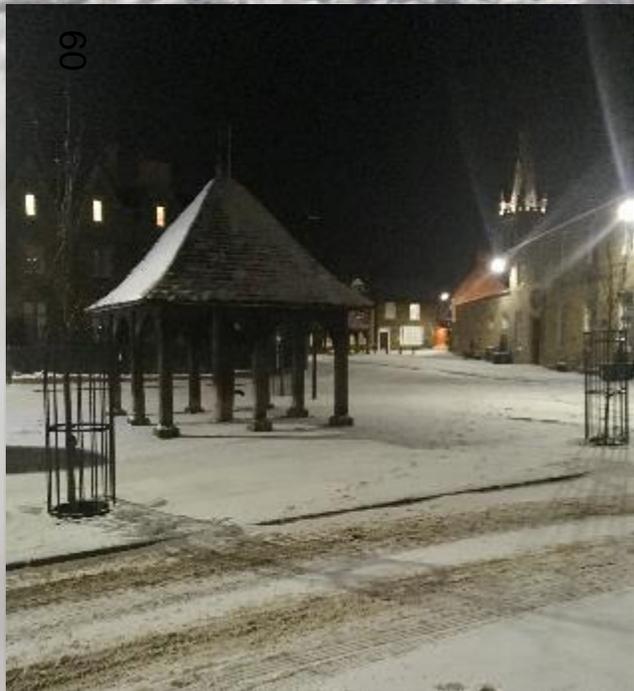


59



# Customer Services and Duty

- Outstanding work by Customer Services to handle increased call volumes and enquiries
- Help with media interest around the snow and featured on local ITV News
- Duty teams who handle urgent social care calls stayed on at Catmose when offices closed early to ensure no disruption to vital support services
- Housing Options worked with local police to find shelter for homeless lady in Oakham



# One Council

- Incredible community effort in extremely difficult conditions
- RCC staff, partners and contractors like Biffa and Tarmac all vital in keeping Rutland safe and moving
- Positive feedback on communication and information sharing
- Huge amount of help from local farmers to clear roads and villages
- Volunteer 4x4 responders assisted drivers who got stuck or needed help
- Overwhelming support from the public for everything that was done



# Communications

 **Kate Waterton** Well done to all. RCC really stepped up during #beastfromtheeast and #stormemma  
👍 4  
Like · Reply · Message · 3d

 **Bev Johnson** We are all very grateful for all who have cleared and gritted roads to allow us to access villages. Thank you.  
👍 1  
Like · Reply · Message · 3d

 **Karen Wilkinson** Great work by special people.x  
👍 2  
Like · Reply · Message · 4d

 **Tammy Thurley** Well done all, extremely proud! Xx Ke  
👍 4  
Like · Reply · Message · 4d

 **Kelly James** Amazing team work. Well done all xx  
👍 4  
Like · Reply · Message · 4d · Edited

 **Jenna Lee Amy** 🥰  
👍 2  
Like · Reply · Message · 4d

 **Hayley Andrews** The Reach team always works so hard no matter the weather. They have been working tirelessly to make sure that people in Rutland stay safe!  
👍 3  
Like · Reply · Message · 4d

 **Gail Potter** They do an amazing job in really difficult conditions.  
👍 4  
Like · Reply · Message · 4d

 **Annette Bangs** Well done to you all  
👍 2  
Like · Reply · Message · 4d

 **Ian Razsell** Well done the night shift..... those flashing orange lights throughout the small hours are very welcome.  
👍 3  
Like · Reply · Message · 4d

 **Wendy Pickering** Well done Rutland now can u help Lincolnshire our they seem to have lost the plot !!  
👍 3  
Like · Reply · Message · 4d  
↳ 2 Replies

 **Michelle Thompson** Thank you for making the postie's lives that little bit easier we really need you guys helping us and it's much appreciated particularly in the town xxx  
👍 3  
Like · Reply · Message · 4d

 **Gemma Devitt** Well done everyone! We all appreciate the efforts you put in to attempt to make our roads safe.  
👍 3  
Like · Reply · Message · 5d

 **Kate Waterton** Thanks to the gritters and to RCC - the hard work is so appreciated

Edited to say thanks to refuse collectors too - can't have been easy with bin lids frozen hard and topped with snow  
👍 3  
Like · Reply · Message · 5d · Edited

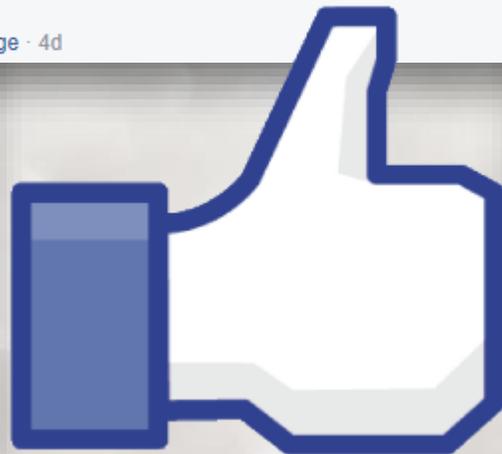
**Claire Streit** Really appreciate your hard work in this extreme weather.  
👍 2  
Like · Reply · Message · 5d

**Jenny Gray** Wayne Wack Gregory  
👍 2  
Like · Reply · Message · 5d

**Ian Razsell** Many thanks to all.....It's safer out there because of your efforts.  
👍 2  
Like · Reply · Message · 5d

 **James Greenberry** Well done chaps!!  
👍 2  
Like · Reply · Message · 5d

 **Catherine Varney** Well done guys; much appreciated.  
👍 2  
Like · Reply · Message · 5d



# PARISH BRIEFING



**Rutland**  
County Council

Also available online at:  
[www.rutland.gov.uk](http://www.rutland.gov.uk)

Monday 16 April 2018

## Admiral Nurse Service



**Rutland's first Admiral Nurse, Angela Moore, has been appointed by Rutland County Council, in partnership with Dementia UK.**

Angela's role will be to provide support to families facing the most complex cases of dementia in the community, working alongside existing services to improve the wellbeing of carers as well as the person with dementia.

Admiral Nurses provide the specialist dementia support that families need. When things get challenging or difficult, these nurses work alongside people with dementia, their families and carers: giving them one-to-one support, expert guidance and practical solutions.

Rutland is only the second local authority in the UK to have a dedicated Admiral Nurse among its social care services.

For more info about the service, please visit:  
[ris.rutland.gov.uk](http://ris.rutland.gov.uk)



## Grounds Maintenance Contract

**Rutland County Council has extended its grounds maintenance contract until February 2019 while procurement options are explored.**

Arrangements for Parishes that already cut the grass on behalf of RCC will remain unchanged.



If you want RCC to cut the grass in your Parish, existing arrangements will continue for the current year. This will involve 10 cuts between late March/early April and the end of October.

Parishes can opt to take on the grass cutting of the urban highway verges and/or the County Council owned public open spaces and/or the closed churchyards.

The essence is flexibility. You could enhance the grass cutting standard, e.g. by cutting more often or collecting the cuttings, as you deem appropriate. While RCC does monitor the grass cutting under our contract, a more 'local' focus by a Parish Council should enable closer monitoring of the standards delivered by contractors.

You could also take on other grounds maintenance elements, such as maintaining hedges or shrub beds.

Recent wet weather has had a knock-on effect on RCC's usual grass cutting schedule, which has been pushed back slightly due to conditions.

Some cutting is now taking place - mainly in villages and churchyards, plus some play areas. Where the ground has been soft our contractors have been strimming instead of using mowers.

The weather is set to improve throughout this week and the ground should start to dry out, prompting a return to normal operations.

## Special Parish Council Forum

**A Special Parish Council Forum regarding St George's Barracks will be held on Tuesday 29th May.**

The meeting will take place from 7.00pm in the Council Chamber at Rutland County Council.





MAY, 25 2018

## General Data Protection Regulation (GDPR) Go Live Date 25th May 2018

From 25 May 2018 processing of personal data will have to comply with the General Data Protection Regulation, which replaces the Data Protection Act 1998.

GDPR is designed to enable individuals to better control their personal data. The new General Data Protection Regulation (GDPR) is, underpinned by a number of data protection principles which drive compliance.

Principles relating to processing of personal data under GDPR are detailed below:

<b>Lawfulness, fairness and transparency</b>	Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
<b>Purpose limitation</b>	Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
<b>Data minimisation</b>	Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
<b>Accuracy</b>	Personal data shall be accurate and, where necessary, kept up to date
<b>Storage limitation</b>	Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
<b>Integrity and confidentiality</b>	Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
<b>Accountability</b>	The controller shall be responsible for, and be able to demonstrate compliance with the GDPR

Legal Rights for data subjects are:

- Subject Access Request
- Data Portability
- Right to Rectification
- Right to Erasure

Further guidance about General Data Protection Regulation (GDPR) can be found on the Information Commissioner Officer (ICO) website: [ico.org.uk](http://ico.org.uk)

